

SAFETY AND TRAINING COORDINATOR

DUTIES Under direction:

1. To plan, organize, coordinate, and conduct Public Works & Utilities training programs.
2. To plan and direct a program of industrial safety education and enforcement.
3. To direct employees in the completion of their responsibilities.

ACCOUNTABILITIES

1. Planning, organizing, coordinating, and conducting Public Works & Utilities training programs.
 - A. Conferring with management to identify training needs as to type, extent, and scope.
 - B. Investigating, selecting, organizing, and recommending various training programs and procedures.
 - C. Selecting or developing instructional aids such as training handbooks, demonstration models, multi-media visual aids, and reference works.
 - D. Formulating training course work in conformance with established training programs.
 - E. Preparing and/or conducting classes on the safe installation, adjustment, repair, and servicing of gas ranges, water heaters, furnaces, dryers, and other gas appliances.
 - F. Preparing and/or conducting classes on the inspection, repair, and adjustment of electrical and mechanical controls.
 - G. Obtaining the services of specialists to conduct training when necessary.
 - H. Instructing employees in the basic methods of water and gas distribution.
 - I. Assisting in the assessment of the job knowledge of apprentices and trainees and monitoring their progress.
 - J. Maintaining an adequate record of progress in training each apprentice and trainee.
 - K. Assuring that the requirements of water and gas training programs are met during the prescribed training term by each apprentice and trainee.
 - L. Providing information to management and the Joint Apprenticeship Training Committee (JATC) regarding the progress of apprentices and trainees.
2. Planning and directing a program of industrial safety education and enforcement.
 - A. Developing and implementing a continuous program of safety education and transmitting this information to Public Works & Utilities employees.
 - B. Assuring compliance with applicable federal, state, and local regulations regarding health and safety which protect the employees, customers, the public, and their property.
 - C. Conducting periodic inspections of work sites, vehicles, and buildings to determine compliance with health/safety regulations and standards.

- D. Investigating personal injury, vehicle, and property accidents; filing accident reports; and compiling accident statistics.
 - E. Developing and implementing approved safety policies and programs to assure optimum safety conditions that will result in controlling the incidence and cost of personal injury, vehicle accidents, and property damage.
 - F. Attending departmental and other safety meetings.
 - G. Issuing written directives when inspections determine that Public Works & Utilities employees are not adhering to proper safety regulations.
 - H. Issuing written citations to any foreman and/or individual employees who are found to be in violation of health/safety regulations and standards.
 - I. Having the authority to declare a work site unsafe and to temporarily close down a job until the site is established as safe again.
 - J. Recommending to the immediate supervisor and/or to the appointing authority the disciplinary action to be taken against an employee or employees who are found to be in violation of City safety rules and department policies.
 - K. Preparing and maintaining an up-to-date manual of all departmental safety and training rules pertaining to Public Works & Utilities employees. Establishing, maintaining, and using an up-to-date collection of the safety regulations of federal, state, and local legislation affecting Public Works & Utilities Department operations.
 - M. Establishing, maintaining, and using a library of safety and training materials for the instructing of Public Works & Utilities employees.
 - N. Corresponding with various manufacturers and distributors to obtain recent information on equipment relevant to Public Works & Utilities employees.
 - O. Keeping training files, safety files, and instructional course manuals up to date.
 - P. Assisting in departmental public relations and consumer education by showing films, giving lectures and demonstrations, and advising the public on the desirability and the limitations of gas appliances.
 - Q. Reviewing and/or preparing purchasing and contracting specifications so that they comply with health and safety regulations.
3. Directing employees in the completion of their responsibilities.
- A. Setting priorities, assigning work to personnel, and setting schedules for completion of work.
 - B. Effectively recommending the hiring, transfer, suspension, or discharge of subordinate personnel.
 - C. Establishing work standards and completing employee evaluations.
 - D. Making spot checks at work sites to insure compliance with proper methods, guidelines, and procedures.
 - E. Training personnel in correct and safe operating procedures.
 - F. Effectively recommending adjustments or other actions in employee grievances.
 - G. Delegating authority and responsibilities to others as needed.

- H. Disseminating instructions to employees through bulletins and other communications.

MINIMUM QUALIFICATIONS

1. Education and Experience

Four (4) years of verifiable experience in the installation and/or inspection of water and gas system piping and the maintenance of residential and commercial gas-fired equipment.

2. Knowledge and Skill Requirements

- A. Basic knowledge of applicable federal, state, and local health and safety laws, regulations, and standards.
- B. Skill in writing reports and maintaining accurate records.
- C. Knowledge of, and skill in the use of various types of audio-visual equipment.
- D. Knowledge of mechanical and electrical principles.
- E. Knowledge of the methods of operation of gas appliances.
- F. Knowledge of the proper usage and of the limitations of gas appliances and gas controls.
- G. Knowledge of the tools, equipment, and materials used in the Public Works & Utilities Service and Distribution areas.
- H. Knowledge of, and skill in the exercise of, effective supervisory practices.
- I. Knowledge of the proper methods of preparing training lessons, and of conducting training classes.

3. Abilities

- A. Ability to prepare lectures, speeches, and safety and training lessons.
- B. Ability to effectively present speeches to large groups of people.
- C. Ability to conduct research and analyze the resulting data.
- D. Ability to conduct training classes in a wide variety of areas.
- E. Ability to communicate effectively in writing and speaking.
- F. Ability to effectively implement teaching techniques and various methods of training through the use of films and other audio-visual aids.
- G. Ability to establish and maintain effective working relationships with co-workers and the public.
- H. Ability to obtain an Advanced Safety Certificate issued by the National Safety Council within three (3) years from date of appointment.
- I. Ability to possess a Minnesota Class "D" driver's license or privilege upon appointment.
- J. Ability to inspect work sites
- K. Ability to perform MEDIUM WORK defined as lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds).
- L. Ability to learn and apply federal, state, and local health and safety laws,

regulations and methods that are applicable to water and gas distribution and servicing.

- M. Ability to identify employer and employee training needs regarding health, safety, and job requirements, and facilitate and/or provide such educational programs.
- N. Ability to understand the progressive discipline process contained in the City's bargaining agreements when recommending employee disciplinary actions regarding health/safety violations.
- O. Ability to walk, climb, stoop, and balance as needed to inspect buildings and sites.

KG:bf:c
1/15/87

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